

Bristol County Retirement Board

Approved November 22, 2002

Pursuant to the direction of the Commonwealth of Massachusetts Public Employee Retirement Administration Commission, the following guidelines are adopted as the Bristol County Retirement Board (BCRB) Travel Supplemental Regulations under the provisions of G.L. c.7, § 50 and G.L. c.32, § 21(4).

Authorization for Travel and Travel Related Expenditures

The BCRB shall pay for or make reimbursement to Board Members and staff for all travel and lodging expenses except as specifically authorized in these guidelines for expenses related to legitimate speaking engagements. The following regulations are those methods that must be followed in securing travel approval and reimbursement:

1. Travel and related expenses are to be approved by the BCRB in advance of any travel.
2. Requests for travel by Board Members shall be placed on a BCRB meeting agenda, discussed in open session and approved by a majority vote of the Members of the BCRB present and voting. The meeting minutes shall reflect the BCRB's action and the extent of the authorization.
3. The nature of the travel, its purpose and costs shall be outlined on a Travel and Expense Voucher. The Voucher must include a statement by the traveler, certifying that the expenses incurred were incidental to the approved travel. Brochures for seminars or other presentations should accompany the request for travel where available.
4. A statement describing the presentation, conference or seminar should be entered into the minutes of the meeting following the travel.

The BCRB may authorize the Director of Operations to approve travel for other members of the BCRB staff as it pertains to local travel only. Staff travel will follow the same procedure as set forth in these guidelines. Any BCRB staff travel other than by personal vehicle or pertaining to conferences/seminars or overnight accommodations must be approved by the Board of Directors.

Required Documentation for Reimbursement

A BCRB "Travel and Expense Voucher" must be used to secure any request for reimbursement. The Travel and Expense Voucher will be the standardized form adopted by the BCRB and must be filled out in detail and signed by the individual seeking reimbursement. It must be submitted in a reasonable amount of time after the expenses are incurred, but no later than 30 days after the travel/expense was incurred. The following regulations are required when submitting documentation for reimbursement:

1. A Travel and Expense Voucher must be completely filled out and approved by the Chairman of the BCRB before reimbursement takes place.

2. Original itemized receipts must be submitted for all expenses including transportation, lodging, and other expenses incidental to travel. Meal receipts exceeding the per diem meal allowance are also required.
3. Receipts are required for individual expenses of \$10.00 or more. Any travel-related expenses that are under \$10.00 (such as gratuities, taxis, etc.) should be fully described and reimbursed based on the traveler's certification that the expenses were necessary and incidental to the approved travel.
4. Any travel-related expenditures that have not been properly documented or approved or are not in conformity with the BCRB's regulations will be rejected or adjusted.
5. Reimbursements will only be made to the person who actually made payment for the expense.
6. The Travel and Expense Voucher must be signed by the person seeking reimbursement and signed under the pains and penalties of perjury.

Travel Arrangements

The Director of Operations will assist all Board Members and staff in completing travel and expense vouchers and arranging authorization for reimbursement. The Executive Director will be the designated staff member responsible for assisting Board Members in making all travel arrangements. When making travel arrangements, government rates or business rates will be secured.

An extended stay may be authorized if the net cost to the BCRB will be lower. For example, if airline fare is lowered by staying an extra day and the cost of accommodations and meals for that extra day results in a net savings to the BCRB, an extended stay can be authorized.

Transportation

BCRB regulations allow for airline, train, bus, automobile rental, taxi, or other form of public conveyance (as cost effective) to be utilized.

All travel should be at the lowest fare available, generally economy/coach fare. The BCRB regulations do not permit First Class travel arrangements. The BCRB may determine that certain routing criteria are to be implemented, for example, requiring no more than one interim stop each way; not requiring more than one scheduled airplane transfer each way; and allowing for reasonable departure and arrival times.

BCRB regulations prohibit payment for airline club memberships.

The BCRB requires that the source of rental cars be a national rental agency and the most economical arrangement should be made. The Executive Director shall be responsible for securing the rental car and negotiating the rate. BCRB regulations do not allow for luxury car rental. It is the responsibility of the traveler to verify that the rate charged is the rate negotiated.

BCRB regulations require the acceptance of Optional Insurance Coverage for rental cars.

The BCRB requires that any motor vehicle accidents that occur while using a rental car while on BCRB approved travel be reported as soon as practicable, in writing to the appropriate authorities, with copies of all such reports provided to the BCRB.

BCRB regulations prohibit reimbursement for fines or other expenses incurred as a result of traffic violations while on BCRB approved travel. The traveler is personally responsible for such expenses.

The BCRB will reimburse Board Members and staff members at a rate of \$.30/mile when use of their personal vehicle is required for travel. Parking fees and toll charges will be reimbursed with the submission of receipts where available.

Lodging

The BCRB requires that all reservations for accommodations should be made in advance of all travel. The Executive Director will be responsible for making all such reservations.

The class of lodging should be the normal “house” accommodations where available.

Meals

The BCRB will reimburse travelers based on the following daily meal allowance:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$40.00

The meal allowance includes both meal and appropriate gratuity. Where travel to high-cost locations is involved, a higher level of reimbursement is allowable. The BCRB will define, in advance, high cost locations. The traveler is expected to act prudently when traveling to these locations and ordering meals. Any amount expended above the amounts indicated will require the submission of an original receipt in support of the expenditure.

The BCRB will reimburse for individuals other than Board Members or employees. It is required that these individuals be identified on the Travel and Expense Voucher along with their affiliation and a description of the purpose of the meeting. Only meetings for BCRB related business are reimbursable.

It is understood that certain conferences or seminars include lodging and meals. In these instances, the BCRB regulations prohibit reimbursement for lodging and meals included in the cost of registration.

Other Reimbursable and Non-Reimbursable Expenses

The BCRB regulations list the following as reimbursable expenses understanding that there may be various requirements associated with business travel:

Gratuities - according to local custom

Telephone expenses - business-related only: one personal call per day allowed.

Costs associated with photocopying or faxing.

The BCRB regulations identify the following as non-reimbursable expenses:

Alcoholic beverages

In-room movies

Mini-bar charges

Gym fees

Entertainment or recreational expenses

Expenses for personal services

Laundry and dry-cleaning

Cash Advances

The BCRB regulations prohibit cash advances in connection with anticipated expenses.

Personal Travel Combined with Board-Related Travel

The BCRB regulations provide that if personal travel is combined with BCRB related travel, the personal portion of the trip will be clearly identified and paid for by the traveler. Travel expenses or any other expenses incurred by a spouse, relative, friend or other individual accompanying a Board Member or BCRB staff member will be considered to be personal travel and will, in no event, be a proper expense of the Bristol County Retirement Board. All expenses indicated on the BCRB Travel and Expense Voucher shall be only those expenses applicable to the Board/Staff Member and not those incurred on behalf of a spouse, relative, friend, or other individual accompanying.

Payments or Reimbursements for Expenses by Third Parties

The BCRB regulations prohibit the providing to or receipt by a Board Member or staff member of anything of substantial value from any person, firm, partnership or other entity which may be reasonably expected to seek to do business with or is seeking to do business with or presently is doing business with the BCRB, or any person, firm, or other entity that solicits or makes referrals or which may be reasonably expected to solicit or make referrals of any client on behalf of such a person, firm, partnership or other entity. The BCRB's regulations prohibit the providing to and the receipt of anything of substantial value from such a person, firm, partnership or other entity indirectly through any person, firm, association, organization or other entity.

In instances where a Board Member or BCRB staff member participates in a legitimate speaking engagement, the BCRB shall pay all costs and expenses related to such speaking engagement, provided, that the Board Member or BCRB staff member complies with all of the BCRB's travel regulations. The BCRB may accept reimbursement for such travel-related expenses of a Board Member or a member of the BCRB staff from the third party only under the

following limited circumstances:

1. A Board Member or a member of the BCRB staff may participate in legitimate speaking engagements in connection with their positions on the BCRB or as a member of the BCRB staff and the BCRB may accept reimbursements from third parties necessary to cover travel related costs for such engagements.
2. Acceptance of an honorarium or any other form of compensation is strictly prohibited.
3. To be considered a legitimate speaking engagement, the presentation must be formally scheduled on the agenda of a convention or conference.
4. The presentation must be before an organization that would normally have outside speakers address them at such an event.
5. The presentation cannot be perfunctory, but should significantly contribute to the event, taking into account such factors as the length of the speech or presentation, the size of the audience, and the extent to which the speaker is providing substantive or unique information or viewpoints.
6. The BCRB can be reimbursed by a third party for expenses only to the extent necessary for making the speech or presentation.
7. Under no circumstances can a Board Member or BCRB staff member receive reimbursement or any other payment or compensation from a third party.

Violation of These Guidelines or Board Travel Regulations

Any review by the Public Employee Retirement Administration Commission of circumstances pertaining to travel by the Bristol County Retirement Board will be in accordance with the provisions of these Guidelines.

Any person or entity that violates these Guidelines or Retirement Board regulations adopted pursuant to these Guidelines and approved by PERAC shall be deemed to have violated the provisions of 840 CMR 17.00 and shall be subject to removal as a qualified investment manager or consultant pursuant to 840 CMR 17.04 (10). In addition, the Public Employee Retirement Administration Commission shall not grant an exception pursuant to 840 CMR 19.02 or a qualification pursuant to 840 CMR 26.04 if any person or entity that has violated these Guidelines or Retirement Board Regulations adopted pursuant to these Guidelines is the subject of the filing pursuant to those provisions.”